

Adopted: 11/12/2015
Revised: 2/19/2019, 11/15/2021, 2/18/2025

NASHA SHKOLA POLICY No. 2.7
EXECUTIVE DIRECTOR (PRINCIPAL) HIRING,
SUPERVISION, EVALUATION, AND TRAINING

I. PURPOSE

The purpose of this policy is to clarify and define the processes to hire and evaluate the Executive Director by the Nasha Shkola Board.

II. POLICY STATEMENT

The Board of Nasha Shkola hereby adopts this policy to ensure that the Executive Director possesses the necessary skills and experience to effectively and successfully manage Nasha Shkola.

III. QUALIFICATIONS

- A. A person may be hired to perform administrative, supervisory, or instructional leadership duties at Nasha Shkola if that person does not hold a valid administrative license. The person must hold a minimum 9f a four-tear degree from an accredited institution or equivalent experience.
- B. The qualification of the Executive Director of Nasha Shkola shall include experience with or knowledge of at least the following areas:
1. Instruction and assessment;
 2. Human resource and personnel management;
 3. Financial management;
 4. Legal and compliance management;
 5. Effective communication; and
 6. Board, authorizer, and community relationships.

[Note to user: not all of these skills are required of all executive directors. However, those skill sets that are omitted must be included in the qualifications for other leadership, supervisory or administrative positions].

Nasha Shkola school board must use those qualifications as the basis for the job description, hiring, and performance evaluation of the charter school director or chief administrator.

IV. JOB DESCRIPTION

The job description of the Executive Director shall contain at least the following responsibilities:

- A. Oversight of instruction and assessment at Nasha Shkola;
- B. Oversight of human resource and personnel management at Nasha Shkola;
- C. Oversight of financial management of the school Nasha Shkola;
- D. Oversight of legal and compliance management for Nasha Shkola;
- E. Oversight of effective communications between staff, board, authorizer and the community; and
- F. Oversight of board, authorizer, and community relationships.

V. SUPERVISION AND EVALUATION

- A. The job description shall be provided to the Executive Director at the start of employment. If the Executive Director's contract extends beyond one year, the personnel committee of the Board shall review the job description and update it as necessary.
- B. The job description shall be the basis for performance evaluations, which shall be conducted in a written format at by the personnel committee at least annually.
- C. The board will discuss the results of the evaluation at an open board meeting.

VI. PROFESSIONAL DEVELOPMENT PLAN AND ADMINISTRATOR TRAINING REQUIREMENTS

If the Executive Director does not hold an administrative license, the Board and the Executive Director shall develop a professional development plan. Documentation of the implementation of the professional development plan of these persons shall be included in Nasha Shkola's annual report.

UNLICENSED ADMIN REQUIREMENTS: A person without a valid administrator's license serving as a charter school director or chief administrator must complete a

minimum of 25 hours annually of competency-based training corresponding to the individual's annual professional development needs and plan approved by their board.

Annual training includes but is not limited to:

1. instruction and curriculum
2. state standards
3. teacher and staff hiring, development, support, and evaluation
4. social-emotional learning
5. data collection and usage
6. assessment methodologies
7. use of technology for learning and management
8. charter school law and requirements
9. code of professional ethics
10. financial management and state accounting requirements
11. grant management
12. legal and compliance management
13. special education management
14. health and safety laws
15. restorative justice
16. cultural competencies
17. effective communication
18. parent relationships
19. board and management relationships
20. community partnerships
21. charter contract and authorizer relationships
22. public accountability

LICENSED ADMIN REQUIREMENTS: A person with a valid administrator's license serving as a charter school director or chief administrator must complete a minimum of 10 hours of competency-based training during the first year of employment.

Training must include:

- charter school law and requirements,
- board and management relationships
- charter contract and authorizer relationships

For licensed and unlicensed administrator training:

- Training cannot be self-instructional.
- The organization or instructor providing the training must certify its completion.
- The administrator must submit certification of the completed training to the Nasha Shkola board.
- Certifications must be maintained in the personnel file.
- Completing training must be a component of annual performance evaluations.

- All professional development training completed by the charter school director or chief administrator in the previous academic year must be documented in the school's annual report.

Legal Reference: Minn. Stat. §124E.12 subd. 2 (Charter School Law)